

	Administrative Regulation Release of Employee Information	Policy #	03-01.06
		Effective Date:	October 31, 2017
		Revision Date:	January 31, 2022
		Owner:	Human Resources

Purpose:

To maintain accurate *employee files*¹ and confidentiality while adhering to State and Federal guidelines regarding employee information and records.

Scope:

This administrative regulation applies to current and former City of Springfield employees.

Policy:

All requests for employment references or recommendations must be approved by Human Resources. No manager, supervisor or employee is authorized to release references for current or former employees. Managers and supervisors are expressly prohibited from providing LinkedIn “recommendations” or using a website on the internet to discuss a current or former employee’s performance or termination of employment.

By policy, the City discloses only the dates of employment and position(s) held of former employees. Former employees who authorize additional disclosures must make a request to do so in writing.

Procedure:

1. Employee Files

- 1.1. Employee files are the property of the City of Springfield. Files will be maintained in confidence except as access is necessary for the business needs of the City and as may be required by laws.
- 1.2. Employees are granted access to their personnel records in accordance with applicable laws.
- 1.3. Employees are responsible for updating or notifying Human Resources of changes to their personal information should their name, home address, citizenship, marital status, emergency contact or other data change.

2. Verification of employment (written or verbal).

2.1. Verification of employment will be completed by the Human Resources Department only. Human Resources shall routinely provide the following information in response to inquiries regarding current or former employees.

2.1.1. Verification that an individual is or has been employed by the City

2.1.2. Current or past positions with the City

2.1.3. Current or previous wage rate

2.1.4. Date of employment

2.1.5. Hours worked per week

2.2. No additional information about an employee shall be provided to persons other than City management staff without the prior consent of the employee in writing, or alternatively, appropriate legal-mandated processes.

3. Reference checks

3.1. All reference checks must come from Human Resources. A copy of any written response to reference checking shall be retained in the employee's personnel file.

3.2. Verbal requests for references are either limited to information outlined in section 2.1 or must be made in writing.

3.3. Reference checks/backgrounds for current or former Police personnel shall be completed by Police Department management staff in conjunction with the Human Resources Department.

4. Third party employee file requests.

4.1. The Human Resources Department will comply with third party employee file requests consistent with state and federal public information and privacy laws.

Definitions

1. "*Employee file*" is an electronic personnel record which includes all records used to determine the employee's qualifications for employment, promotion, additional compensation, termination or other disciplinary actions. Effective January 1, 2017, employers also must make available time and pay records.

Resources:

1. [Liability for employer disclosing information about employee to new employer: ORS 30.178](#)
2. [Inspection of records by employee: ORS 652.750](#)

CREATION (Original):

This administrative regulation is in effect as of the date of my signature. I authorize the Human Resource Director to modify the history and resources sections and header, footer, and numbering without my reauthorization. The administrative regulation remains in effect should these revisions occur.			
Approved By:	Gino Grimaldi, City Manager	Dates:	October 31, 2017
Author:	Chaim Hertz, Director of Human Resources		
Responsible Party:	Human Resources		
Replaces:	February 20, 1997 Memorandum regarding “References for Former Employees.”		

PERIODIC REVIEW:

Reviewer:		Date:	
Reviewer:		Date:	
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Reviewer:		Date:	
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REVISIONS:

Version #2:	Responsible Party:	Human Resources		
	Revised By:	Chaim Hertz, Director of Human Resources		
	Approved By:	Nancy Newton, City Manager	Date:	January 27, 2022
	Reason/Summary of Changes:	Process changes related to reference checks to comply with insurance provider requirements.		